



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER:

Yangon-USAID-2023-05 (72048223R10006)

ISSUANCE DATE:

April 26, 2023

CLOSING DATE/TIME:

May 24, 2023/11:59PM

Myanmar local time

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)
– USAID/Myanmar/Office of Public Health (OPH), Project Management Specialist
(Tuberculosis), FSN-11**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Scott
Spencer

Digitally signed by
Scott Spencer
Date: 2023.04.26
10:09:40 +06'30'

Scott W. Spencer,
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** Yangon-USAID-2023-05 (72048223R10006)
- 2. ISSUANCE DATE:** April 26, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 24, 2023/ 11:59 PM Yangon, Myanmar local time
- 4. POINT OF CONTACT:** HRORangoon@state.gov; Phone: +95-1-7536 509
- 5. POSITION TITLE:** USAID/Myanmar/Office of Public Health (OPH), Project Management Specialist (Tuberculosis), FSN-11
- 6. MARKET VALUE:** USD 32,422 – USD 48,634 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Myanmar Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE:** The United States Agency for International Development/Myanmar (USAID/Myanmar), Yangon, Myanmar with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is opened to Cooperating Country National (CCN). Myanmar citizens or other country citizens lawfully admitted for permanent Myanmar residence are eligible to apply. Please note that USAID is not able to sponsor offerors for a Myanmar residency permit.
- 10. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

11. Background

The primary goal of the USAID Global Accelerator to end Tuberculosis (TB) program is to support countries to meet the global targets of reducing TB incidence by 35 percent and TB mortality by 52 percent by 2030.

The USAID Global Accelerator to End TB program is designed to leverage investments/resources from host governments, the private sector, and local organizations to end the TB epidemic, while simultaneously building local capacity for self-reliance. USAID TB Accelerator initiatives contribute to the global goal of ending TB by: deploying deliberate and

targeted technical expertise to increase the diagnosis and treatment of TB cases and its multi-drug resistant variant; funding local organizations, including community and faith-based groups to assist with case finding, treatment, follow up and education about the disease; raising domestic resources (through statements of partnership and multisectoral engagement to allow USAID to accelerate transition of funding and management of TB programs to local stakeholders; and improving coordination with programs for HIV and other health conditions.

12. STATEMENT OF DUTIES

12.1. General Statement of Purpose of the Contract

The USAID Project Management Specialist (Tuberculosis) is in the Office of Public Health (OPH) in the U.S. Agency for International Development/Myanmar (USAID/Myanmar). The Specialist provides technical expertise in the implementation of programs/projects/activities designed to increase the detection, prevention, and treatment of TB in line with overall USG TB strategy, Myanmar's National TB Strategic Plan, and TB programming implemented by other partners, including the Global Fund to Fight TB, HIV/AIDS, and Malaria. The work includes serving as a technical expert and activity manager for USAID supported programs, providing technical assistance to the appropriate local authorities and stakeholders in the development of policies, and the design and management of TB programs/projects/activities, reflecting best practices in TB prevention, diagnosis, and treatment. The Specialist works with the relevant local authorities and other technical partners to ensure a well-coordinated approach to the TB control program and ensures information flows on best practices related to improving TB detection, prevention, and treatment to inform decision making by USAID and the USG.

The Specialist works in a complex and rapidly evolving country context. The position requires regular contact and collaboration with counterparts and technical members in the relevant local authorities, the private sector, other donor organizations, and international organizations, and with other USG entities at all technical levels.

The Specialist exercises extensive judgment in planning and carrying out tasks to resolve problems and conflicts and implementing steps necessary to meet deadlines. The Specialist serves as an Activity Manager and a Contract/Agreement Officer's Representative (C/AOR) with responsibility for activities in the US\$10-50M range.

12.2. Statement of Duties to be Performed**1. Program/Project/Activity Management**

The USAID Project Management Specialist (TB) serves as a technical expert, with full responsibility for technically guiding the implementation, evaluation, and monitoring of assigned aspects of the TB detection, prevention, and treatment portfolio. The Specialist has activity manager responsibility for USAID-funded TB projects. The Specialist works closely with and liaises with other Health Office Specialists and Implementing Partners (IPs) conducting tuberculosis activities.

The Specialist advises the supervisor, Office Chief, Mission Director, Deputy Mission Director, and others on local matters of importance to the TB Accelerator program. The Specialist provides critical inputs to the achievement of overall results and Mission/USG goals and objectives. This requires that the Specialist to remain current on the economic, political, and social trends of the relevant local authorities, the host country, and the region, and analyze trends in relation to their impact on the overall TB Accelerator program. The Specialist also collaborates with technical experts within other donor organizations to assure synergy and complementarity.

2. Provides Technical Assistance in Prevention and Treatment of Tuberculosis

The Specialist coordinates with other USG agencies to ensure the delivery of systematic and consistent technical assistance to the relevant local authorities and to NGO partners and IPs in all areas of the TB program, and other health-related issues involving TB detection, prevention, and treatment. The Specialist works with the relevant local authorities to ensure that TB control activities are set up to reach the country's UNHLM and National Strategic Plan targets. In addition, the Specialist provides strategic input on all TB Accelerator programs or other tuberculosis-related components; identifies short-, mid-, and long-range achievable and sustainable strategies for improving tuberculosis detection, prevention, and treatment; and represents USAID, the USG, and the broader USAID health program at TB technical meetings, seminars, and conferences. The Specialist keeps informed of and collaborates with technical experts in other donor agencies on tuberculosis-related activities; works with the relevant local authorities to develop technical strategies and approaches that result in improved TB detection, prevention, and treatment; works with other colleagues to harmonize Health Office, USAID, and USG TB Accelerator activities to ensure consistency with relevant local authorities' policy. The Specialist also ensures that programs/projects/activities are consistent with internationally accepted best practices, and that they are relevant to Myanmar's context.

3. Data Collection and Analysis

To ensure the ongoing quality of implemented activities, the Specialist monitors and reports on developments in the TB Accelerator and other health sectors, especially as they relate to successful implementation of tuberculosis-related activities; and, monitors, analyzes, and reports on relevant aspects of relevant local authorities policy, regulation, and programming, and on tuberculosis-related and other health and development issues, based on an in-depth understanding of USAID and USG policy and program objectives and priorities. The Specialist prepares technical analyses, evaluates sectoral issues, and provides input to Mission activities with respect to the TB Accelerator and related sectors; summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers, and for incorporating into other activity documents as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring assigned tuberculosis-related activities, providing translation as needed; and, prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses to draw final conclusions. The Specialist prepares oral and written briefings for the supervisor, the Office Chief, the Mission Director and/or Deputy Mission Director, Embassy staff, and others, on request.

4. Performance Monitoring

The Specialist ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors performance data on an ongoing basis, and prepares reports of program/project/activity progress for use within the Office, the Mission, the USG at post, USAID/Washington and other partners/stakeholders. The Specialist assesses progress in achieving results for tuberculosis-related activities and evaluates and assesses activities as needed; and continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12.3. Supervisory Relationship

The Project Management Specialist (TB) reports to the Deputy Director, Office of Public Health, or his/her designee.

12.4. Supervisory Controls

Full supervision of other USAID staff is not contemplated.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** The work requires a Master's in Public Health (MPH), with a concentration in epidemiology or infectious diseases; or a Master's in Nursing degree; or a degree as a Public Health Physician in a field related to clinical and/or field work in education, prevention, and treatment related to tuberculosis.
- 2. Experience:** A minimum of five (5) to seven (7) years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in education, prevention, and treatment related to tuberculosis and/or infectious diseases is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The Specialist must have demonstrated technical leadership in TB Accelerator- related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.
- 3. Language:** Level IV – Fluent in speaking/reading/writing in both Burmese and English is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Application Rating System

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

1. Experience (30 points):

Additional points will be given for relevant experience above the minimum requirement stated in Section II which may include: more than seven years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in prevention, treatment, diagnosis, and community mobilization related to tuberculosis and/or infectious diseases. The Specialist should have demonstrated technical leadership in TB related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

2. Knowledge (30 points):

The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in Myanmar and/or the region, and the problems and policies in Myanmar from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Myanmar; development problems in the health sector in Myanmar and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of Myanmar and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the relevant local authorities, to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

3. Skills and Abilities (40 points):

The Specialist must have a good knowledge and demonstrated experience in the programming of tuberculosis -related education, prevention, and treatment programs/projects/activities; and the role of tuberculosis prevention and treatment with other health areas such as health systems strengthening, PEPFAR, maternal and child health, and family planning. The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and be able to use this data for decision making. The Specialist must be able to provide technical leadership in TB Accelerator-related planning; and apply this knowledge to advanced programming in Myanmar and the region.

Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

SELECTION PROCESS:**Step 1:**

To be considered for candidacy, applicants must address each criterion in their applications as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. Applications that meet the minimum criteria will be considered for the next level recruitment process.

Step 2:

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III. Shortlisted top-ranked candidates will be given an English Skill Level Test and a recruitment written technical knowledge test. USAID reserves the right to conduct interviews and recruitment tests with the top ranked short-listed candidates.

Step 3:

Applicants with passing marks from the English Skill Level Test and recruitment test will be given an interview. Candidates must meet the Level IV (fluent) English Proficiency skill and will be the determining factor in the final selection.

The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; a written test; an interview; English proficiency level and the results of reference checks. Reference checks will be conducted for top candidate(s) following the interview and the recruitment tests. References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID/Myanmar reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

PRESENTING AN OFFER

1. Interested and eligible applicants are required to complete the Electronic Recruitment Application (ERA) on-line application system and submit any applicable required documents by **May 24, 2023/ 11:59 p.m.** Myanmar local time.
2. Required Documents:
 - Certificates
 - Proof of Citizenship (NRC Card)
 - Degree
 - List of 3 References (For USAID Position)

3. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.

If applying on-line is an extreme hardship, you must contact the human resources office no later than **three (3) business days** prior to the closing date of this vacancy announcement. An alternative application method will be provided upon approval of the hardship notification. After this time, requests to apply via alternative methods will not be granted.

By submitting application materials, you certify that all the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. Annual bonus
2. Annual leave plan
3. Health benefit under Standard Medical plan
4. Defined Contribution Plan (DCP)
5. Premium compensation – Overtime and Holiday pay

VI. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including

paying income taxes. Paying these taxes is a matter strictly between the employees and the Myanmar government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct**
By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: USAID/Myanmar provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following

when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

END OF SOLICITATION

